



DEPARTMENT BEST PRACTICES

BEST PRACTICE-I (in NAAC FORMAT)

1. Title of The Practice

“COMPUTER SKILLS TO NON COMPUTERS STUDENTS”

2. Goals

A) Aims & Objectives

- To communicate effectively in a variety of professional context
- To pursue advanced education, research and development

B) Principles or Concepts

- Computers Principles introduces students to the breadth of the field of computers. In this course, students will learn to design and evaluate solutions and to apply Computers to solve problems through the development of algorithms and programs.
- Including the Internet, work, explore their potential impacts, and contribute to Computing culture that is collaborative and ethical..

3. The Context

Ironically, the colleges designed to provide updated employment skills to students have preconceived expectations regarding computer skills. The majority of campus information is published online and prospective students are directed toward web sites for degree plans, course schedules, and online applications. After enrollment, teachers post announcements and assignments online, then students must complete their work using word processors and then upload them through the campus learning management system. As a result, computer skills for higher education are almost necessary before entering college. According to Helium.com¹, one of the most commonly reported skills necessary for college is **proficiency with computers**.

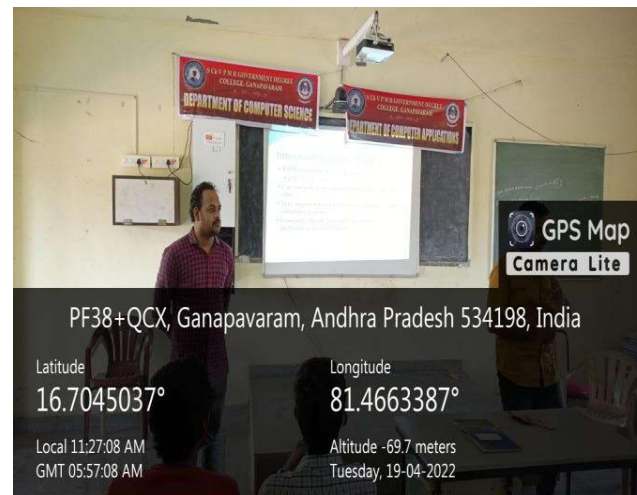
4. The Practice

1. Understanding the Basics of Computer Hardware
2. Selecting the Right Peripherals
3. Getting the Right Software Installed
4. Learning How to Use an Operating System
5. Using Word Processors
6. Getting Online

Constraints & Limitations: Nil

5. Evidence of Success

The purpose of this research was to determine the extent that computer-related factors affect the success of nontraditional college students. Since nontraditional students typically have fewer skills than traditionally-aged students, they may be less efficacious regarding their ability to use technology. Unfortunately, such reduced confidence may adversely affect college outcomes for students and ultimately, successful employment.



BEST PRACTICE-II (in NAAC FORMAT)

1. Title of The Practice

“COMPUTER BASICS TO SCHOOL CHILDRENS”

2. Goals

A) Aims & Objectives

- ♣ To improve the computer learning of the students
- ♣ To make them understand the usage of computers

B) Principles or Concepts

- ♣ The students learn the computer how it will works.
- ♣ They can learn the how to operate computer.

3. The Context

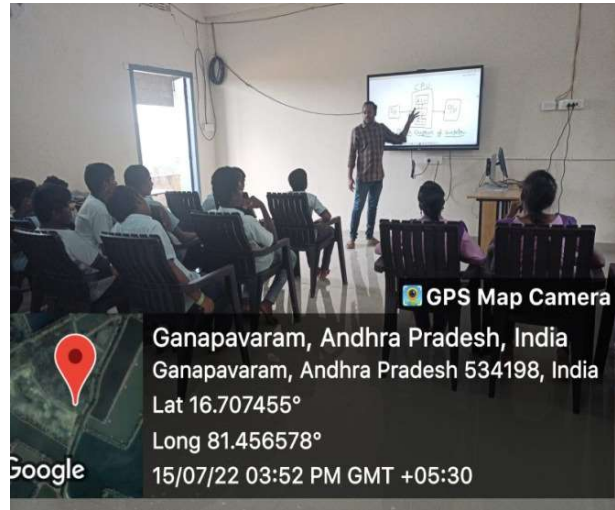
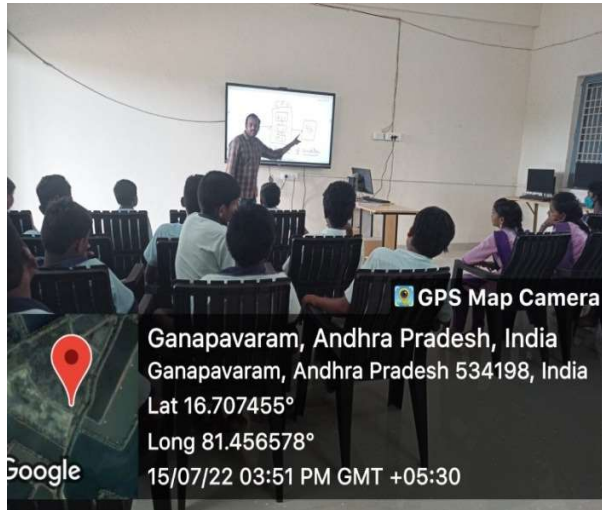
- Digital literacy goes beyond technical know-how.
- Children need to be digitally literate even when they are not online.
- Digital literacy is a growing part of any approach to skills development.

4. The Practice

- Typing/Keyboarding One of the most important skills to learn on a computer is how to type. ...
- Mouse Practice Learning how to use the mouse is the most basic computer skill, but it is also one of the most important to learn
- Computer Art ...
- E-mailing ...

Constraints & Limitations: NIL

5. Evidence of Success



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